

Application Guide

LB of Lambeth

Temporary Accommodation

March, 2023



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LB of Lambeth - Application Guide

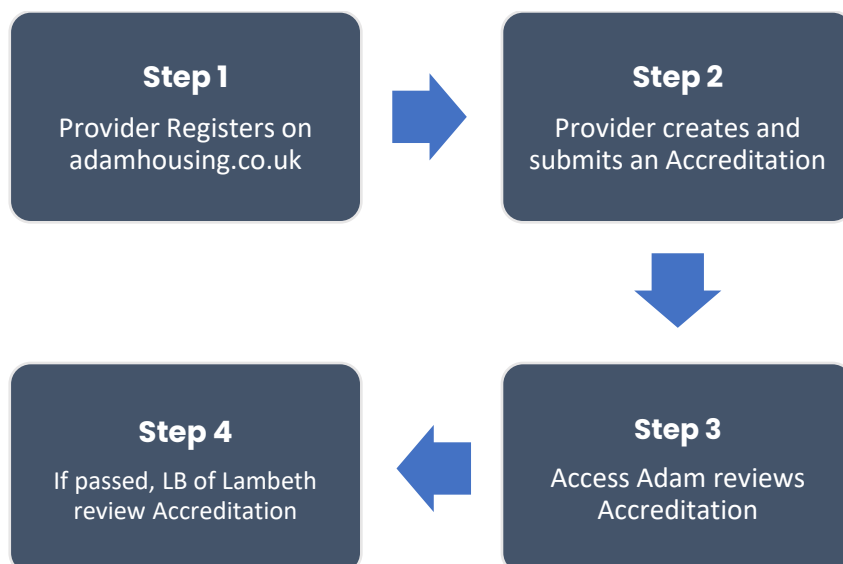
The London Borough of Lambeth has implemented a Property Transaction Process to secure Temporary Accommodation. The Borough have transferred the booking process to the new *adam* Housing platform that has been developed solely for the Temporary Accommodation Housing sector. Suppliers are able to be accredited onto the platform at any point. To ensure that all Suppliers are operating to the same quality level, a minimum quality criteria has been set that must be met in order to join and maintain a presence on the platform.

This document will cover the following:

- Registration Process and Questions
- Adding Users
- Accreditation – Information Required
- Property Profile Information
- Next steps

adamhousing.co.uk Main Application process

The main step-by-step process to be completed online is as follows:



Creating your account on adam Housing

If you have not already registered on to the adam Housing platform you will need to create an account and register your user details on the adam Housing website (www.adamhousing.co.uk). An email will then be sent to you with your username and password to access the system. This will allow you to log in to the system and complete the initial registration form. The next stage will be for you to complete the main entry criteria (called the 'Accreditation' stage) for LB of Lambeth.

Please note: if the Accreditation fails Access Adam review, the Provider will receive feedback from Access Adam so that amendments can be made (where possible). Equally if the Accreditation is rejected by LB of Lambeth, the Provider will receive feedback so amendments can be made (where possible). Typically, the cycle of these steps will take a maximum of 10 working days.

Adding a system user and bank details

You will be asked to add your company's bank details to your adam Housing account at your first log on. These details will be used to facilitate the automatic payments process offered by the system. You will also be encouraged to add another user onto your account. This could be a colleague in your team.

The screenshot shows the 'adam Housing' dashboard. At the top left is the 'adam Housing' logo, and at the top right is a 'PROPERTIES' link. A dark red navigation bar contains the 'DASHBOARD' link. Below the navigation bar, the text reads 'Welcome to adam Housing!' followed by a message: 'You still need to complete your provider registration process and submit for approval. Click the button below to continue from where you left off.' A prominent blue button labeled 'COMPLETE REGISTRATION' is centered below this message. Underneath, the 'ALERTS' section is visible, containing two notification cards. The first card states: 'adam suggests having more than one Admin User linked to your company account. Would you like to add a new Admin User?' with an 'ADD' button and a close icon. The second card states: 'Before you can begin listing live properties you will need to update your bank details.' with an 'UPDATE' button.

Registration

To start your registration, click 'Apply Now'



Below is the list of questions that you will be asked during this registration process.

Registration - Questions

Q	Company information	Trigger
1	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	
2	Please provide the relevant details, including the registration number(s)	
3	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	
4	Please provide additional details of what is required and confirmation that you have complied with this.	
5	Trading name(s) that will be used if successful in this procurement	4 (Other)
6	Relevant classifications (state whether you fall within one of these, and if so which one) <ul style="list-style-type: none"> • Voluntary Community Social Enterprise (VCSE) • Sheltered Workshop • Public service mutual • N/A 	
7	Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figuresanalysis/sme-definition/	
8	Details of Persons of Significant Control (PSC), where appropriate:	

	<ul style="list-style-type: none"> - Name - Date of birth - Nationality - Country, state or part of the UK where the PSC usually lives - Service address - The date that they became a PSC in relation to the company (for existing companies the 6 April 2016 should be used) - Which of the following conditions for being a PSC are met <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. <p>(Please enter N/A if not applicable)</p> <p>UK companies, Societas Europaea (SEs) and Limited Liability Partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register and must file the PSC information with the central public register at Companies House. See PSC guidance.</p>	
9	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) <p>Head office VAT number (if applicable) (Please enter N/A if not applicable)</p>	
10	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) <p>Head office VAT number (if applicable) (Please enter N/A if not applicable)</p>	

1 1	Are you bidding as the lead contact for a group of economic operators?	
1 2	What is the name of the group of economic operators? Please enter N/A if not applicable.	
1 3	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	
1 4	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	
1 5	Please confirm you have uploaded additional details for each sub-contractor in the downloadable template.	

Registration - Documentation

Documents	
Declaration Statement	Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'
Sub-Contractor Information (if applicable)	If you have selected 'Yes' to Q14, you will need to upload the Sub-Contractor document, complete, and then re upload in the documents field

Accreditation

At the Accreditation stage, your business must show that you meet LB of Lambeth's Entry Criteria before you can be admitted onto the *adam* Housing platform as one of the Borough's Temporary Accommodation Providers. You must do so by completing an 'Accreditation' consisting of a series of questions and mandatory document uploads.

The tables below set out a copy of the questions that Providers will have to respond to when completing the Accreditation process on *adam* Housing. They also show the documents that you will be asked to upload. Please note that some questions are triggered by previous questions being answered in a certain way. You need to submit responses to questions and documents under the following sections: Grounds for Mandatory Exclusion, Grounds for Discretionary Exclusion, Economic and Financial Standing, Project Specific Questions on Technical, Professional Ability, etc.

At the Accreditation stage, you will also be required to download and confirm your company's acceptance of a LB of Lambeth's Service Level Agreement. This document can be found here: <https://adamproviders.co.uk/london-borough-of-lambeth-temporary-accommodation>.

By confirming that you accept these terms, your company will be signed up to the terms and conditions of transacting business with LB of Lambeth through the property transaction process, and to deliver any Services required in accordance with the Borough's Specification in the event that you are successful in being awarded work through the property transaction process.

Company information

These questions are for LB of Lambeth's information only. Your responses to these questions will not be scored and therefore do not impact on your ability as an organisation to become an approved Provider to the Borough:

Q	Company information	Trigger
1	Are you a private individual/ company looking to offer the council a property under a private rented scheme?	
2	Please confirm that your organisation complies with Housing Health and Safety Rating guidance (HHSRS).	
3	Please confirm you understand the council may carry out property inspections	

4	Do you have current secured let bookings and/or want to sign up to nightly let scheme?	
5	What is the legal entity type of your organisation	
6	If Other, please specify the legal entity type of your organisation	
7	Charity registration number (if applicable)	
8	Please click the link to download the Service Level Agreement and tick to confirm your agreement.	
9	Please confirm that you have read and agree to the Lambeth - Temporary Accommodation Specifications. These can be found via adamproviders.co.uk	

Economic and Financial Standing

For the purpose of assessing your organisation's financial viability you are required to provide the information set out below.

Q	Economic and Financial Standing	Trigger
10	Registered Companies: Please confirm you will upload one of the following: a) audited accounts for the last three years/ most recent set if a new company b) profit and loss account to show turnover, gross and net profit, as well as the balance sheet statement for the most recent two or three years c) cash flow forecast, a recent bank statement and a bank letter outlining the current cash and credit position	
11	Please self-certify you agree to the financial declaration	

Technical and Professional Ability

LB of Lambeth wants to ensure the capability of all Providers admitted onto the Property transaction portal. Your response to Questions 12-13 will not be evaluated. However, to the extent that your responses elsewhere in the process refer to these previous contracts, the Borough may contact the relevant customers to verify your responses.

Q	Technical and Professional Ability	Trigger
1 2	Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member). Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract. Please confirm you will complete the template attached	
1 3	If you cannot provide at least one example for question 12, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.	

Sub-contractors and MSA 2015

Q	Sub-contractors and MSA 2015	Trigger
1 4	Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)	
1 5	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	
1 6	If you have answered yes to question 15 are you compliant with the annual reporting requirements contained within Section 54 of the Act	

	2015? If yes, Please provide the relevant URL to view the statement. If no please provide an explanation	
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Insurances

In order to supply services to the Borough, you will be required to demonstrate insurances at specified levels. To do this, you must upload the insurance schedule as part of your application.

Q	Insurances	Trigger
17	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employers Liability Insurance = £5m	
18	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Public Liability Insurance = £5m	

Safeguarding and Policies

Q	Safeguarding and Policies	Trigger
19	Please self - certify that your company has all of the Policies as specified within the Supplier Agreement?	
20	Please describe how all employees involved in direct delivery of services understand and recognise issues relating to the safeguarding of vulnerable adults and children in line with legislative and best practice requirements.	

Required Accreditation documents

The documents below must be uploaded onto your Accreditation:

Documents	
Evidence of Employer's Liability Insurance	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.
Evidence of Public Liability Insurance	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.
Contract Examples template	Please upload a filled in copy of the Contract Examples template as requested in Q12. The template can be

	downloaded from the Accreditation form on adam Housing.
Financial documentation	Please upload the required financial documentation, as requested in Q10.

Property Profile

Property portfolio information

After you have completed your accreditation process you will have the opportunity to create your property portfolio. To do this you will be asked to provide details of the property, the list below is some of the information you should have to hand:

- Property Address
- Show location (walking distance)
- School location
- Gas Safety Certificates
- Electrical Safety Certificate
- Property Insurance information
- Photographs of the property
- If it is suitable for Wheelchair Access
- Key safe location photograph
- Bedroom information
- White Goods available

The Borough will expect that if you have advised that the property meets the following specification by uploading photographs:

- Level access shower (Wet Room)
- Wheelchair accessible rooms – space for a Wheelchair to move around the property
- Wheelchair accessible bedroom

You will be asked to select the scheme that you are entering the property into either one of the following schemes:

- Nightly Purchased Accommodation (NPA)
- Supplier Managed Private Sector Lease (SMPSL)
- Blocked Booked Accommodation (BBA)

You will be asked to submit a price for the property depending on the scheme this will either be a price per night or price per month.

Property Profile - required documents

The below documents are required by the Borough before the commencement of a booking.

Document	Notes	Mandatory
Gas Safety Certificate	Property name, expiry date.	Yes
Electrical Safety Certificate	Property name, expiry date.	Yes
Energy Performance Certificate	Property name, expiry date.	Yes
Fire Risk Assessment	Please upload your latest fire risk assessment for this property.	Depending on property needs, if not needed please upload a statement with your reasons.
Property Photographs	Please upload JPG copy of photographs of the property you are enrolling. Please identify the room in each photograph. Use of a zip folder if exceeds 60mb	Yes

Property portfolio - optional documents

The below documents are optional documentation that can be uploaded.

Document	Required
Asbestos Report	Optional
Building Insurance	Optional
Building Regulation Evidence (Modifications)	Optional
Leasehold/Freehold Permission	Optional
Mortgage Evidence	Optional
Proof of Ownership	Optional

Next steps

Once your Accreditation submission has been reviewed by LB of Lambeth against the evaluation criteria, you will receive an email notification confirming whether your application has been approved.

Following submission, the Accreditation will be reviewed by the Access Adam team, and then by LB of Lambeth. You will receive a system notification email to inform you of the outcome of each review stage.

For more details on how to create and submit your Accreditation, please see the information available at <https://adamproviders.co.uk/london-borough-of-lambeth-temporary-accommodation> on LB of Lambeth's page.

To register and begin your application, visit <https://www.adamhousing.co.uk/>.